

**Southern Conference of NCARB  
Regional Meeting Minutes  
June 4, 2022  
Austin, TX and Virtually**

**Officers:**

Richard McNeel, Regional Director  
Miguel Rodriguez, Chair  
Greg Durrell, Vice Chair  
Cathy Morrison, Secretary/Treasurer  
Paula Pilgreen, MBE Director

**Members Present:**

Alabama	Georgia	North Carolina	Tennessee
Daniel Bennett	Jakiel Sanders	Cathe Evans	Stuart Huffman
Mike Chapman	Anne Smith	Catherine Morrison	Michael Schulz
Emily Coe	Janice Wittschiebe	Roula Qubain	Richard Thompson
Nolanda Hatcher	Louisiana	Walt Teague	Brian Tibbs
Paula Pilgreen	Ron Blitch	Tim Hillhouse	Frank Wagster
Jimmy Seay	David Brossett	Puerto Rico	Texas
Arkansas	Tyson Ducote	Pedro Alfaro	Lance Brenton
Shana Bryant	Michael Holly	Gustavo Barba	Debra Dockery
Gail Shepherd	Kristine Kobila	Jorge Calderon	Julie Hildebrand
Jeffrey Steiling	Richard LeBlanc	South Carolina	Darren James
Florida	Justin Owens	Amanda Green	Rosa Salazar
Amanda Ackermann	Kevin Singh	Anthony Lawrence	Joyce Smith
Steve Jernigan	Mississippi	Lenora Miles	Virgin Islands
David Minacci	Charles Barlow	Charles Muldrow	Richard Evangelista
E. Dylan Rivers	Larry Bishop	Brad Smith	Nathalie Hodge
Miguel Rodriguez	John Cothron	Jim Stevens	
	Leigh Jaunsen	Sanders Tate	
	Bradford Jones		
	Richard McNeel		
	Greg Durrell		

**Staff:**

Jenny Owen, Executive Director  
Jack Nichols, Legal Counsel

**Roll Call**

Ms. Morrison conducted the roll call and confirmed a quorum.

**Call to Order**

Mr. Rodriguez called the meeting to order.

**Special Meeting**

*Motion:*

*To conduct the meeting as a special meeting in order to allow virtual participation.  
Blitch/Lawrence/U*

## **Introductions**

Mr. Rodriguez introduced first time attendees and recognized those attending their last meeting.

## **Approval of Minutes**

Ms. Morrison presented the minutes from March 2022 for review.

*Motion:*

*To approve the minutes from March 2022.*

*Thompson/Smith/U*

Ms. Morrison presented the minutes from the May 2022 Board of Directors meeting.

*Motion:*

*To approve the minutes from May 2022.*

*Blitch/Bishop/U*

## **BOD Meeting Outcomes**

Mr. Rodriguez and Ms. Morrison reviewed the outcomes of the meeting including the approval of Ms. Owen's contract, Mr. Nichols contract for legal services, and the FY23 budget. The FY23 income is budgeted at \$51,750, and expenses at \$56,475, with \$4,725 budgeted to be drawn from reserves.

## **Resolutions**

Mr. McNeel reviewed the FY22 resolutions with the membership. The Mississippi Board presented an amendment to the model law resolution (2022-02) which seeks to provide additional language to protect against plan stamping and to ensure appropriate oversight by the sealing architect.

## **Reports**

Mr. McNeel provided a report of his activities as Regional Director, and Mr. Rodriguez of his activities as Chair.

## **Education Committee**

Mr. Durrell reported that the Education Committee will host its Leadership Conference to coincide with NCARB's MBE/MBC Forum. He asked for volunteers to serve on the committee. Anthony Lawrence and Jim Stevens volunteered to serve along with current members Emily Coe, Cathe Evans and Steve Jernigan as well as members of the Executive Committee.

## **State Reports**

Mr. Durrell requested reports of state hot topics. The Alabama board is in the process of conducting its CE audit using CE Broker. They will report back on the outcome of using this tool. Florida reported that due to the recent condo collapse case, condominium buildings that are more than 30 years old will be required to be re-certified. In South Carolina, a bill was passed that removes the requirement for an architect for townhouse projects. In Tennessee, the board is finalizing its work on new definitions. The Virgin Islands reported that they have a full board and that they are working to license draftsman under the supervision of an architect.

## **Provisional Election for Secretary/Treasurer**

Mr. Rodriguez explained that the purpose of the election is to fill a vacancy that will exist if Mr. McNeel is successful in his run for NCARB Secretary. Mr. Rodrigues called for nominations from floor. Hearing none, the nominations were closed. The nominees are Brian Tibbs and Kevin Singh. Mr. Tibbs and Mr. Singh offered candidate speeches, then the election was held by closed ballot. After members caucused, ballots were returned, and Ms. Owen and Ms. Pilgreen tallied the ballots. Mr. Miguel announced that Mr. Tibbs was chosen as the provisional Secretary/Treasurer.

**Visiting Team**

NCARB leadership visited with the members. They announced that the MBE/MBC conference will be held in Salt Lake City on October 14 and 15, and that the Regional Summit will begin on March 2 in Honolulu.

Members asked for and were provided with more information on the decision to allow those for whom English is a second language to use a dictionary as an accommodation, and to have additional testing time. Members expressed concerns about possible mis-use of the dictionary, and about fairness in the examination process.

**Regional DEI Data**

Katherine Matthews gave a brief explanation of the data made available in the regional DEI reports. Members were encouraged to contact Katherine for additional information.

Respectfully submitted,



Catherine Morrison  
Secretary/Treasurer

Approved by the Southern Conference of NCARB on 3/3, 2023.

**Southern Conference of NCARB  
Board of Directors Meeting Minutes  
May 23, 2022  
Teleconference**

**Officers:**

Richard McNeel, Regional Director  
Miguel Rodriguez, Chair  
Greg Durrell, Vice Chair  
Cathy Morrison, Secretary/Treasurer  
Paula Pilgreen, MBE Director

**Directors:**

Mike Chapman, Alabama	Ron Blich, Louisiana	Brad Smith, South Carolina
Wesley Wilson, Arkansas	Leigh Jaunsen, Mississippi	Rick Thompson, Tennessee
Steve Jernigan, Florida	Cathy Morrison, North Carolina	Debra Dockery, Texas
Anne Smith, Georgia	Jorge Calderone Lopez, Puerto Rico	

**Staff:**

Jenny Owen, Executive Director  
Jack Nichols, Legal Counsel

**Roll Call**

Ms. Owen conducted the roll call.

**Establish Quorum**

With a quorum established, the meeting was called to order.

**Executive Director Contract**

With Ms. Owen recused from the meeting, her FY23 contract was presented for consideration with a proposed raise of 6% and an FY22 bonus of \$2,200. With the proposed raise, the monthly salary for FY23 is \$1,446.25.

*Motion:*

*To approve the contract and bonus.*

*Dockery/A. Smith/U*

**Legal Counsel's Contract**

Mr. Nichol's contract was presented for consideration, with the same terms as the current contract and a 2-year term. The hourly fee for attorneys would remain at \$175 an hour, \$100 for paralegals, and \$50 for administrative assistance.

*Motion:*

*To approve the contract.*

*A. Smith/Thompson/U*

**FY23 Budget**

Ms. Morrison presented the proposed budget for FY23, with income of \$51,750, expenses of \$56,474, resulting in a draw from reserves of \$4,724. Looking forward to FY24 and beyond, the deficits that have been planned intentionally for the past several years will need to be reduced by a reduction in costs and/or an increase in income.

*Motion:*

*To approve the FY23 budget.*

*Jernigan/Thompson/U*

**Open Discussion**

The provisional election for Secretary/Treasurer will be held during the regional meeting in Austin. While the outcome of the NCARB election will not be known at that time, this is the best solution due to the logistics and schedule.

Mr. McNeel and Ms. Evans shared the Region's concerns with NCARB about changes to the exam process for those for whom English is a second language. In the future, it is recommended that member boards should be provided with sufficient time to consider such matters, better communication, and increased transparency. However, on a positive note, the information recently provided to the Region by NCARB did allay those concerns and was appreciated.

Respectfully submitted,



Catherine Morrison  
Secretary/Treasurer

Approved by the Southern Conference of NCARB on 6/4, 2022.

**Southern Conference of NCARB  
General Membership Meeting Minutes  
March 4-5, 2022  
Charlotte, North Carolina**

**Officers:**

Richard McNeel, Regional Director  
Miguel Rodriguez, Chair  
Greg Durrell, Vice Chair  
Cathy Morrison, Secretary/Treasurer  
Paula Pilgreen, MBE Director

**Members:**

**Alabama**

Daniel Bennett  
Mike Chapman\*  
Emily Coe  
Nolanda Hatcher  
Paula Pilgreen  
Jimmy Seay

**Arkansas**

Shana Bryant\*\*  
Gail Shepherd\*/\*\*

**Florida**

Steve Jernigan\*  
Dylan Rivers  
Miguel Rodriguez

**Georgia**

Anne Smith\*

**Louisiana**

David Brossett\*\*  
John Cardone\*\*  
Tyson Ducote

Shannon French  
Kathy Hillegas  
Michael Holly\*\*  
Richard LeBlanc\*\*  
Kevin Singh\*  
Paul Spaht\*\*

**Mississippi**

Charles Barlow\*\*  
Larry Bishop  
John Cothron  
Leigh Jaunsen\*  
Bradford Jones  
Richard McNeel

**North Carolina**

Fred Dodson  
Cathe Evans  
Timothy Hillhouse  
Catherine Morrison\*  
Ilesha Patel  
Elizabeth Pyle\*\*

Roula Qubain  
Emmy Williams  
**Puerto Rico**  
Pedro Alfaro  
Jorge Calderon  
**South Carolina**  
Amanda Green\*\*  
Lenora Miles\*\*  
Charles Muldrow\*\*  
Brad Smith\*  
Sanders Tate  
**Tennessee**  
Maria Bush  
Michael Schulz  
Brian Tibbs\*\*  
Frank Wagster\*/\*\*  
**Texas**  
Debra Dockery\*  
Julie Hildebrand\*\*  
Joyce Smith

\* *Voting delegate*

\*\**Virtual attendee*

**Staff:**

Jenny Owen, Executive Director

**Roll Call/Confirm Quorum**

Ms. Morrison conducted the roll call and confirmed that a quorum was present.

**Call to Order**

Mr. Rodriguez called the meeting to order.

**Introductions**

Mr. Rodriguez recognized first time attendees including Emmy Williams, Shannon French, Timothy Hillhouse and Ilesha Patel.

## **Approval of Minutes**

Ms. Morrison presented the minutes from June 2021 for approval.

*Motion:*

*To approve the minutes.*

*Seay/A. Smith/U*

## **MBE Director Election**

Ms. Owen announced that Paula Pilgreen was the nominee for MBE Director.

*Motion:*

*To elect Ms. Pilgreen as the MBE Director.*

*Evans/Cothron/U*

## **Regional Officer Elections**

Mr. Rodriguez called for nominations from the floor. Hearing none, the nominations were closed. With no request for a closed ballot, the candidates were presented as a slate for election.

The candidates are:

Richard McNeel, Regional Director

Miguel Rodriguez, Chair

Greg Durrell, Vice Chair

Cathy Morrison, Secretary/Treasurer

*Motion:*

*To elect the full slate of candidates.*

*Hatcher/Bennett/U*

Mr. Rodriguez reported the need to potentially fill a vacancy. Mr. McNeel is also seeking office as NCARB secretary. If successful, all the candidates previously elected would each move up an office per bylaw provisions. This would leave a vacancy in the position of Secretary/Treasurer for which a provisional election will be held during the Annual Business Meeting in June.

*Motion:*

*To affirm this process and the provisional election in June.*

*Seay/Bennett/U*

Mr. Durrell explained that if Mr. McNeel is elected secretary, Mr. Rodriguez would be the Region 3 nominee for Regional Director.

*Motion:*

*To elect Miguel Rodriguez as the provisional and alternate nominee for Regional Director.*

*A. Smith/Hatcher/U*

## **Regional Director's Report**

Mr. McNeel provided a report of the NCARB BOD's activities:

- NCARB strives to visit NAAB programs and member boards every 3 to 5 years
- The practice analysis is ongoing, and member boards are asked to participate and to encourage participation
- DEI is an important focus of the council
- The BOD is in contact with NAAB and continues to monitor changes in the NAAB conditions
- NCARB is comprised of over 400 volunteers on 20 committees and task forces

- Line-Up is a for-profit NARB venture, and has over 10 to 15 customers
- A state licensing system is now offered by NCARB
- Mr. McNeel is serving on the audit committee and the futures committee as the BOD liaison
- NCARB will offer practice exams, free cameras, online proctoring, reduced fees for board transmittals
- A cyber security audit is ongoing

**Chair's Report**

Mr. Rodriguez reported on his activities:

- Serves as a member of the Regional Leadership Committee which plans the Regional Summit
- R3 is taking a deeper dive into issues related to DEI, especially during the recent Educators and Practitioners Conference
- Members were encouraged to raise awareness of the value of licensure, and to address known barriers (or perceived barriers) to licensure

**Treasurer's Report**

Ms. Morrison provided a budget report as of February 28<sup>th</sup>:

- Income is \$28,930
- Expenses are \$23, 991
- The difference is \$4,939 of income
- Beginning funds were \$132,361, adding the \$4,939, total funds on-hand are \$137,300

The annual budget for FY22:

- Income is budgeted at \$49,800
- Expenses are budgeted to be \$66,615
- Planned a deficit of \$16,815
- With beginning funds of \$132,361, less \$16,815, the year-end funds are budgeted at \$115,546. This falls within the policy of having at least 6 months of expenses in reserves, but no more than 2 years' worth.

*Motion:*

*To accept the budget report.*

*Hillhouse/Hatcher/U*

**MBE Report**

Ms. Pilgreen reported on concerns and activities of the Member Board Executives:

- Reorganizations and staffing
- Reviewing laws and rules on direct supervision
- Converting to new databases and licensing systems
- CEU auditing
- Interior design licensure and certification
- Virtual offices
- Exam pass rates
- Information security threats
- MBEs feel do not have much contact with exam candidates. However, the MBEs heard the outrage when candidates were denied the ability to bring in scratch paper and calculators
- The DEI statistics by region drew concern about the disparities for underrepresented groups
- MBEs are encouraged to see the data collected and reported, and about conversations the report is prompting
- It would be helpful to increase networking within the region
- A meeting of MBEs and investigators would be beneficial
- Having regional guidelines on fines and fee schedules would be helpful



## **State Reports**

Alabama – A judge ruled in the board’s favor on a lawsuit with homebuilders over 4-unit apartments requiring an architect. The board is informing building officials about the requirements for an architect on multi-family residential projects.

Arkansas – Has just completed a rules review. The board is moving to a new licensing platform. All applications will be submitted online. Arkansas lost two board members to COVID and one to cancer recently.

Florida – An unsuccessful bill would have taken \$10 for each renewal to establish a minority scholarship. The requirement for firms to have a COA was eliminated last year. This reduced income, so the board is now operating at a deficit and must cut costs or reduce fees.

Georgia – The board is updating its licensing software.

Louisiana – Is updating the fine/fee guidelines for violations to law and rules. Tyson Ducote is the Executive Director as of January and upon Kathy Hillegas’ retirement. John Cardone recognized Kathy’s accomplishments for the Louisiana board. The board established milestones and expectations and Kathy exceeded those expectations.

Mississippi – Is continuing discussion with landscape architects to potentially allow them to have firm ownership in architectural firms. A Good Samaritan bill has been introduced. The board is hopeful that it will pass. The Secretary of State launched a program to review all board regulations with a goal of reducing regulations. The Board of Architecture will be one of the first boards to be reviewed. The partners in this review process are generally opposed to licensure and regulation. The board has reached out to NCARB and CLARB for assistance.

North Carolina – The board is now the Board of Architecture and Interior Designers and has three new interior designers on the board.

Puerto Rico – The board is revising its rules and regulations for the first time in 10 years.

South Carolina – The board is researching an update to its law for electronic seals/signatures. Also had the issue of duplexes, and now duplexes do not require an architect.

Tennessee – The board is working to define professions engineers, architects, landscape architects and interior designers. The board submitted legislation to update the building code requirement to the most recent code adopted by state fire marshal. The board administers a \$450,000 grant program to colleges and universities. The board revised rules to eliminate carry-over CEUs to align with the NCARB model.

Texas – Considering the CLARB resolution for alternative certification.

## **Education Committee Report**

The outcomes from the conference should be used to inform the fall leadership conference. How can we use the information gained to increase diversity and inclusion in the practice? How can we establish deliverables for boards and educators?

The Committee is planning a fall leadership event the day before or after the MBE/MBC Conference hosted by NCARB. Date and location to be determined.

## **Visiting Candidates**

John Rademacher and Richard McNeel, candidates for NCARB Secretary, and David Hornbeek and Ed Marley, Candidates for Treasurer, visited.

**Discussion of Resolutions**

Mr. McNeel reviewed the resolutions and requested feedback.

**Exploration of Data around DEI from a Regional Lens, Miguel Rodriguez**

Mr. Rodriguez presented the NCARB report of regional DEI data. After some discussion, it was determined that it would be helpful to have the statisticians present to provide more context and explanation. Ms. Owen was directed to arrange a follow-up meeting.

With no further business, the meeting was adjourned.

Respectfully submitted,



Catherine C. Morrison  
Secretary/Treasurer

Approved by the Southern Conference of NCARB on 6/4, 2022.